
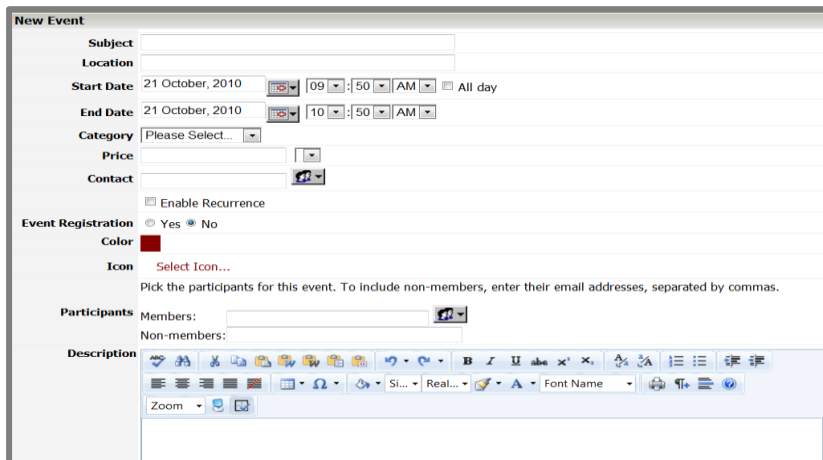


Publishing Calendar Events

- You can quickly upload events onto the calendar which can then be viewed by any site visitor
- You can add information to your events by using the rich text editor which allows you to add text/graphics and hyperlinks
- You can modify event information at any time which will update the event on the calendar

Adding Events

- Click the **Add Event** icon 
- Type in the name and location information
- Fill in the fields you want, type in the description and click **Create Event** to finish

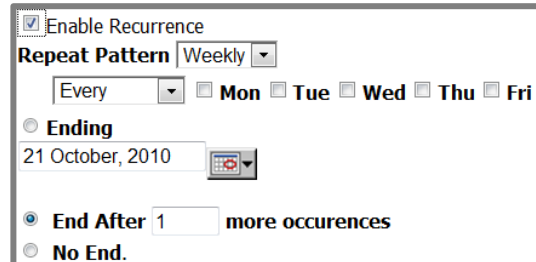


Note: To edit events, click the name of the event from the calendar and then click the **Edit** tab to make your changes. Click **Update Event** when done.

Configuring Events

Using the Recurrence Feature:

- While creating or editing the event, select the **Enable Recurrence** option
- Choose the type of recurrence you want (**Weekly/Monthly/Yearly**)



- Select the days of the week or month pertaining to your event
- Specify when the occurrence should end or choose **No End** if this is an ongoing event

Event Look and Feel:

- Click the Color icon and choose a color of your choice from the color palette



- Click the **Select Icon** option. Choose your icon by clicking on it and hitting **Submit**

